BIE Advisory Board for Exceptional Children
Administrative Meeting for the BIE Advisory Board
1011 Indian School Rd., Rm. 326, Albuquerque, NM 87104

Meeting Minutes & Agenda

The BIE Advisory Board had planned on meeting September 25-27, 2019 in Washington, D.C. During this meeting the plan was to work on and finalize the 2019 Annual Report. Due to the Federal Register Notice (FRN) not being published in time, according to FACA regulations, the Washington, D.C. Advisory Board meeting was cancelled. In its place an Administrative meeting was called by the DFO so that the BIE Advisory Board could work and draft a 2019 annual report. This report will be presented during the next full official BIE Advisory Board meeting which is scheduled for November 13-15, 2019 in Albuquerque, New Mexico.

Thursday, September 26, 2019

Advisory Board Participants:

1. Brenda Anderson, Board Member
2. Dr. Eudore Camata, Board Member
3. Marcy Oliver, Board Member
4. Ronald Worst, Board Member

Also present during the meeting – Jennifer Davis, Designated Federal Officer (DFO); no other individuals were present during this administrative meeting.

Administrative Meeting Notes

On 9/26/19 the DFO presented and reviewed prior Annual Reports (2016, 2017 and 2018) to the participants so they could be provided with a general understanding of the contents of an annual report, be provided with historical and the most recent board activities. After reviewing and discussing the previous annual reports and the minutes from the May 1-3, 2019 Advisory Board meeting, the participants were prepared to start working. For the remainder of the day the participants work on the draft 2019 annual report.

Agenda

8:30 am MT
DFO to review the prior Annual Reports
Begin reviewing documents
Structure a framework to work on the 2019 Annual Report.

10:00 am	Break (15 minutes)
11:30 am	Lunch (on your own)
1:00 pm	Continue to work on the draft 2019 Annual Report
4:30 pm	Recess

BIE Advisory Board for Exceptional Children
Administrative Meeting for the BIE Advisory Board
1011 Indian School Rd., Rm. 326, Albuquerque, NM 87104

Friday, September 27, 2019

Advisory Board Participants

1. Brenda Anderson, Board Member
2. Dr. Eudore Camata, Board Member
3. Katinee Shawanokasic, Board Member
4. Ronald Worst, Board Member

Also present during the meeting – Jennifer Davis, Designated Federal Officer (DFO); no other individuals were present during this administrative meeting.

Meeting Minute Notes

On 9/27/19 during the AM hours and the majority of the PM hours, the participants continued to work on drafting the 2019 annual report. At 3:30pm the participants finalized a copy of the draft report. A copy of the draft 2019 annual report will be reviewed, discussed and edited as needed during the November 13-15, 2019 Advisory Board meeting. By close of business November 15, 2019, the BIE Advisory Board will finalized the 2019 Annual Report.

Agenda

8:30 am MT	Continue to work on the draft 2019 Annual Report.
10:00 am	Break (15 minutes)
11:30 am	Lunch (on your own)
1:00 pm	Begin finalizing the draft 2019 Annual Report
4:30 pm	Adjourn (*meeting was official adjourned at 3:45pm MT*)